



Cape Town Archery Federation

Constitution

v4

Amendments to this Constitution

Saturday, 7th March 2026

1. NAME

A federation, known as **Cape Town Archery Federation**, is hereby established.

2. AFFILIATION

- a) The federation is affiliated to Western Cape Archery Federation (WCAF), and its parent body South African National Archery Association (SANAA).
- b) If there is any inconsistency between the constitutions of a representative association to which the Federation is affiliated and this Constitution, the two instruments shall as as reasonably possible be reconciled and if the inconsistency cannot be reconciled, the constitution of the representative association shall prevail.
- c) Such membership affiliation affords the clubs affiliated to the Federation the right to hold sanctioned archery competitions after consultation and agreement on suitable tournament dates with the Western Cape Archery Federation (WCAF).
- d) Such membership does not prevent any of the affiliated clubs to hold non-SANAA or non-World Archery competitions, fun shoots, league shoots, training sessions or any other archery activities.

3. JURISDICTION

The area of jurisdiction in which the Federation will raise and collect funds and contributions and render services will be within the municipal borders of the Cape Town District of the Western Cape Province.

4. LEGAL STATUS

- a) The Federation shall be a non-profit, voluntary organisation.
- b) The Federation is a common law corporate body and as such-
 - i. its assets, liabilities, rights, and obligations vest in it independently of its members.
 - ii. it may not distribute any of its profits and gains to any person and it will use its funds solely for the objects for which it has been established and for investment.
 - iii. it will have perpetual succession; and
 - iv. it may sue or be sued in its own name.
- c) The clubs as members will not by reason of their membership be liable for the liabilities and obligations of the Federation.

5. INDEMNITY

- a) Every office bearer, official or employee of the Federation shall be indemnified by the Federation against all or any cost, losses and expenses which he or she may incur or become liable for by virtue of any reason or any act or omission in the discharge of his or her duties, unless the loss in question is caused by his or her dishonesty or bad faith.
- b) Office bearers, officials and employees of the Federation shall be indemnified by the Federation against pecuniary loss sustained by reason of legal proceedings, arising out of the Federation for whatever cause, instituted against the Federation or against such officer bearer, official or employee in his or her representative capacity, provided that the indemnity conveyed herein shall not extend to private personal acts of such office bearers, officials or employees.

6. OBJECTIVES

The following are the objectives of the Federation:

- a) Promote participation in Archery.
- b) Develop and promote skills and expertise in archery and make such expertise available to Federation members.
- c) Contribute to the development of Archery in South and Southern Africa; and
- d) Create a social environment for members to enjoy Archery.

7. MEMBERSHIP

- a) Any archery club within the Cape Town district may join the Cape Town Archery Federation, provided that the club subscribes to the objectives and rules of the Federation.
- b) Any club wishing to join the Federation is required to do so by writing to the executive committee and pay at least the prescribed yearly fee.
- c) Any club wishing to join the Federation will take full responsibility for reading and understanding all documents pertaining to membership of the Federation including, but not limited to, the constitution, indemnity, Federation fees and rules of the WCAF and SANAA.
- d) **NOTE:** Compulsory requirement to retain Good Standing status is attendance to the AGM.

8. TERMINATION OF MEMBERSHIP

- a) A member can terminate membership at any stage by giving one quarter notice to the secretary of the Federation.
- b) Termination of membership does not constitute termination of debt to the Federation, and the member remains liable even after membership termination.
- c) The executive committee may terminate membership of any member on one or more of the following grounds:
 - i. Non-payment of subscriptions; and/or.
 - ii. Non-compliance with any binding decisions of the General Council (WCAF).
 - iii. Any member who commits any act which adversely affects the interest or good name of the Federation under such conditions will have no claim against the Federation for a refund.

9. MANAGEMENT

The Executive Committee shall consist of:

- a) The Chairperson.
- b) The Vice Chairperson.
- c) The Secretary.
- d) The Treasurer.

The chairperson shall serve for a term of three years and other elected members a term of two years until the annual general meeting.

The chairperson shall oversee the members of the executive committee in the performance of their duties and shall chair all meetings.

The vice chairperson shall assist the chairperson in all duties.

The Secretary shall be responsible for all notices, agendas, minutes, and communication between members of the executive committee, the executive committee and Federation members.

The Treasurer shall be responsible for the management of finances according to the constitution par. 10

The interest of the Federation shall be managed by the elected executive committee and may from time to time appoint further additional members to the executive committee to perform specific functions.

Retiring executive committee members are eligible for re-election.

All paid-up registered members of the Federation are eligible for election as executive committee members.

The executive committee may co-opt a member to the executive committee in the event of a vacancy occurring in the remaining period of the term of office of the person who vacated the position.

The executive committee of the Federation may appoint sub-committees as it deems fit. Each sub-committee shall be chaired by an executive committee member and may consist of so many members as the executive committee may decide from time to time.

A sub-committee may co-opt any member to such sub-committee.

10. FINANCES

The executive committee shall open and operate a bank account with a registered financial institution in The Republic of South Africa.

The signatories to the said bank account shall be the chairperson, treasurer and any other EXCO member and the signatures of anyone shall be valid and binding on any negotiable instrument issued by the Federation.

The financial year of the Federation shall commence on the first day of January and end on the last day of December in each calendar year.

The annual membership fees will be set and approved by the members at the annual general meeting and will be implemented on the 1st of January of next financial year.

The treasurer shall be responsible for keeping proper books of account, which shall record all monies received by the Federation and payments made on behalf of the Federation, and

such books shall be reconciled regularly with the banking account of the Federation.

All income of the Federation shall either be deposited in an account at a bank or held in safekeeping by the treasurer.

The treasurer shall submit an income and expenditure statement at all general meetings of the Federation and a summary of income and expenditure at all executive member meetings.

Funds will be accumulated from sources including but not limited to donations, sponsorships, and membership fees.

Funds available for investment may be invested only with registered financial institutions.

Every officer and member of the Federation shall be entitled at all reasonable times to inspect all books of accounts and other documents of the Federation which the custodian thereof shall, accordingly, be obliged to produce.

11. MEETINGS, VOTING SYSTEM AND PROCEDURES

Meetings of the Federation shall consist of.

- a) Executive committee meetings.
- b) Subcommittee meetings.
- c) Annual general meetings.
- d) Extra-ordinary meetings called by members or the executive meeting to resolve issues which must be addressed at short notice.

Notice of all meetings, including date, time, and venue, shall be given in writing to all attendees, by the secretary on the instruction of the convenor at least two- weeks prior to the envisaged date of the meeting.

For executive committee meetings a quorum will constitute three members.

Decisions at all meetings shall take place by voting, in case of equality of votes the chairperson shall have a casting vote. Each registered member has one vote at any meeting.

Should an executive committee member absent him/herself from two consecutive committee meetings without a valid reason, he/she forfeits his/her executive membership and the executive committee may elect a member in his/her place during the second meeting.

Annual general meetings shall be held annually, within three months of the new financial year.

Notice shall be given in writing to all concerned, at least fourteen days prior to the meeting.

A minimum of four members, one of which will be an executive member, constitutes a quorum.

In absence of such a quorum, the members present may adjourn the meeting for a period of Seven days whereafter the members present on the adjournment date, inclusive of an executive member, automatically constitute a quorum for the postponed date.

General meetings can be called by the executive committee or any group consisting of a minimum of three members.

Agendas shall be distributed with the notice of the meeting at least fourteen days prior to the meeting.

Minutes of all meetings shall be distributed to all concerned within fourteen days of meeting.

12. AMENDMENT OF THE CONSTITUTION

Any amendment to this constitution shall only be affected by a two thirds majority decision at a general meeting or special general meeting and further provided that fourteen days prior notice was given of the proposed amendment. This notice, including the proposed changes, shall be given in similar manner to all other meetings of the Federation.

This constitution shall be automatically amended from time to time if required to comply with new regulations sanctioned by either the WCAF of SANAA.

This constitution shall also be automatically amended to comply with all laws of the Republic of South Africa.

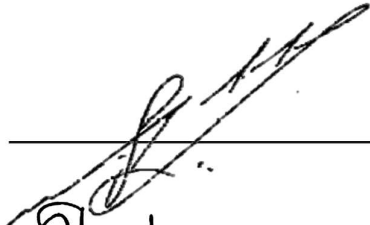
13. DISSOLUTION

The Federation may be dissolved, or merged with any other association with similar purposes and objectives in each case only:

- On a resolution passed by the majority of members present at a duly constituted general or special general meeting of members; or
- On an application to a court of law by any member on the grounds that the Federation has become dormant or is unable to fulfil its purposes and objectives.
- On a merger, the assets of the Federation shall accrue to the Federation or association with which the merger is affected.
- On dissolution, the assets of the Federation shall be realized by a liquidator appointed by the general meeting or the court, as the case may be, and the proceeds shall be distributed as decided or directed at the dissolution.

This constitution was accepted and signed at a meeting of the executive committee on 07 March 2026.

Chairperson:



Vice Chairperson:



Secretary: